



GLENN LOCAL AGENCY FORMATION COMMISSION
Board of Supervisor Chambers, Willows Memorial Hall
525 West Sycamore Street, Willows, CA 95988
Phone: 530.934.6400, Fax: 530.934.6419
Adele Lee, Executive Officer

OUTLINE OF LAFCO APPLICATION REQUIREMENTS

CONTENTS OF APPLICATION

A formal application must include the following documents in order to be accepted for filing by the LAFCO Executive Officer:

1. **Resolution and Petition**
A Resolution of application adopted by the affected legislative body; and
A Petition of application property filled out and signed.
2. **Completed Justification of Proposal Questionnaire**
3. **Legal Descriptions and Maps**
A legal description for each proposal; a map large enough to show the entire proposal. Upon final approval, additional copies of maps may be required.
4. **Letter of Property Owner Consent**
A letter of consent from each affected property owner is required if the application is to be processed without public notice or hearing.

PROCESSING FEES

1. LAFCO Filing Fee - Fee schedule attached. (Filing fee may be waived by the Commission if requested in writing)
2. Board of Equalization Filing Fee - Fee schedule attached. (Required by the State and cannot be waived)

CITY APPLICATIONS

1. **Adopted Ordinance Designating Rezoning of Affected Property**
Rezoning must be completed pursuant to LAFCO policy prior to application.

OPTIONAL

1. If the Applicant prepares a Negative Declaration and submits with application there will be no charge. If the Applicant does not submit a Negative Declaration, and the LAFCO staff has to prepare one, the fee is \$500.00.
2. To prepare the Environmental Impact Report, the cost will be born by Applicant.

**GLENN LOCAL AGENCY FORMATION COMMISSION
GLENN COUNTY CALIFORNIA**

RESOLUTION NO. 2006-02

* * *

**RESOLUTION REPEALING LAFCO RESOLUTION #03-07
BY ADDING CERTAIN FEES AND AMENDING CERTAIN
FEES.**

* * *

WHEREAS, Section 56383 of the California Government Code states that “The commission may, after giving public notice and holding a hearing, establish a schedule of fees for filing and processing applications filed with the commission. . .”; and

WHEREAS, the Executive Officer has reviewed the proposed fee schedule and has prepared a report, including his recommendation thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, the Commission called for and held a Public Hearing on the proposal on July 11, 2006, and at the Hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the Report of the Executive Officer.

NOW, THEREFORE, BE IT DETERMINED by the Glenn Local Agency Formation Commission of the County of Glenn, State of California, as follows:

1. That the fees set forth in Exhibit A are based on the estimated cost of processing each type of application and do not exceed the cost of processing each type of application.
2. That the fees set forth in Exhibit A are necessary in order to assess the beneficiary of the project approval the cost of processing the required application.
3. That the fees set forth in Exhibit A will provide a benefit to Glenn LAFCO by enabling the recovery of all of the cost of processing applications.
4. That filing and processing fees (including deposits) will be deposited with the Glenn Local Agency Formation Commission, 125 South Murdock Avenue, Willows, California, 95988. Checks should be made payable to “GLENN LAFCO.”
5. That Applicants shall bear the total costs of preparing Environmental Impact Reports (EIR’s). In the event the Commission is compelled to prepare an Environmental Report stemming from the submission of an application, the applicant will reimburse the Glenn Local Agency Formation Commission for the actual expenses (including the costs of

GLENN LAFCO FEES

Municipal Service Review/Sphere of Influence Fee

(Collected in addition to the general filing deposit on all applications except as noted below.)	
Annexation	Full Cost Recovery Initial Deposit of \$2,000
Annexation of developed lands initiated as the result of applying for annexation to a city or district in order to obtain sewer service as a result of septic tank failure or domestic water service as a result of well failure.	Full Cost Recovery Initial Deposit of \$1,000
Annexation of developed lands within an existing SOI.	Full Cost Recovery Initial Deposit of \$1,000
Annexation of undeveloped lands or lands with increased development potential within an existing SOI.	Full Cost Recovery Initial Deposit of \$2,000
<i>NOTE: Increased development potential is determined by the Executive Officer based on existing zoning/ pre-zoning and specific site characteristics that may restrict further development potential.</i>	
Exclusions - No sphere fee will be charged for the following changes of organization:	<ul style="list-style-type: none"> • Dissolution of districts or CSA's; or • Permanent Open Space/Conservation Easements.
Waiver of Sphere Fees - The Commission may waive or reduce the fee for proposals where the Commission determines that:	<ul style="list-style-type: none"> • the proposal will not significantly impact sphere update responsibilities;
	<p style="text-align: center;">and</p> <ul style="list-style-type: none"> • the public interest would be served by the waiver.

Pre-application

Staff will provide ½ hour of pre-application assistance at no charge. After ½ hour, staff will require a deposit.	Full Cost Recovery Initial Deposit of \$250
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Annexations

Initiated as the result of a single parcel applying for annexation to a city or district in order to obtain sewer service as a result of septic tank failure or domestic water service as a result of well failure. Must have 100% property owner consent, resolution from affected agency and letter from Environmental Health Department, or licensed contractor, verifying septic or well failure.	Full Cost Recovery Initial Deposit of \$1,000
Consisting of the annexation of an entire 'island' area and initiated by resolution of an agency using the 'island' annexation provisions as defined in Government Code §56375.3.	Full Cost Recovery Initial Deposit of \$2,000
Annexation proposals where LAFCO is a responsible agency for CEQA purposes.	Full Cost Recovery Initial Deposit of \$2,000
Annexation proposals where LAFCO must assume lead agency status for CEQA purposes.	Full Cost Recovery Initial Deposit of \$5,000

Detachments

Detachments that are initiated specifically for the purpose of detaching properties from a city or district and are not a part of a reorganization proposal.	Full Cost Recovery Initial Deposit of \$1,000
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Dissolution of District

Single or multiple district dissolutions submitted as a single application.	Full Cost Recovery Initial Deposit of \$2,000
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EXHIBIT A

Merger or Subsidiary District

If initiated at the request of a single agency or multiple agencies or petitions from affected property owners.	Full Cost Recovery Initial Deposit of \$2,000
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Consolidation

All consolidation requests.	Full Cost Recovery Initial Deposit of \$2,000
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Incorporation

The incorporation fee includes the cost of staff time processing the application, staff processing of the request for State Controller's Review of an incorporation fiscal analysis and the State Controller's review of the fiscal analysis. A separate fee will be charged for the environmental review.	Full Cost Recovery Initial Deposit of \$15,000
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Formation of a Special District (including County Service Areas)

If requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.	Full Cost Recovery Initial Deposit of \$5,000
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If requested by a governmental agency or affected property owners and LAFCO is acting as the Lead Agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.	Full Cost Recovery Initial Deposit of \$15,000
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Disincorporation

All disincorporation applications.	Full Cost Recovery Initial Deposit of \$5,000
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Outs of Agency Service Contract Requests

Requests to extend Agency services outside of district boundary without annexation.	Full Cost Recovery Initial Deposit of \$700
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Expansion of Powers

If requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.	Full Cost Recovery Initial Deposit of \$2,000
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If requested by a governmental agency or affected property owners and LAFCO is acting as the Lead Agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.	Full Cost Recovery Initial Deposit of \$5,000
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Sphere of Influence Amendments

All sphere amendments NOT initiated by LAFCO, but requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.	Full Cost Recovery Initial Deposit of \$5,000
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All sphere amendments NOT initiated by LAFCO, but requested by a governmental agency or affected property owners and LAFCO is acting as the LEAD agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.	Full Cost Recovery Initial Deposit of \$15,000
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Note: Because of the wide variation in size and complexity of sphere amendments, the above quoted deposits may be increased or decreased by the Executive Officer after reviewing the proposal with the applicant. If a consultant is retained to prepare the work product, the deposit must cover the full cost of the consultant's contract as well as the anticipated cost of staff time and direct costs. Additionally, sphere updates requested by an agency outside of normal five-year review sequence shall be charged as a Sphere Amendment.

Attorney's Fees

A proportion of attorney's fees shall be spread to all project applications at a minimum of one hour per project. If the time on the project exceeds one hour, time shall be billed at the current legal counsel hourly rate.

EXHIBIT A

Request for Commission Review

Request for a Special Meeting.	\$1,000
Request for Extension of Time of the one year time for completion of proceedings.	\$500
Request for Commission review of services outside agency boundaries per Government Code §56133.	Full Cost Recovery Initial Deposit of \$1,000
Request for Reconsideration meeting the provisions of Government Code §56895.	Full Cost Recovery Initial Deposit of \$1,000
Request for Preparation of a Special Study.	Full Cost Recovery Initial Deposit of \$2,000

Research

Request for LAFCO staff to research any particular subject. Staff will provide ½ hour of research assistance at no charge. After ½ hour, staff will require a deposit.	Full Cost Recovery Initial Deposit of \$250
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Petition Check

Petition checks are performed in-house whenever possible; however, some proposals require petition checks be performed by either the Assessor's Office or the Elections Department. These departments will bill LAFCO for the service, which is then passed on to the applicant.	Full Cost Recovery
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Environmental Assessment or Environmental Impact Report

For projects not specifically addressed above, the following shall apply. Simple environmental documents can be performed by LAFCO staff at the staff charge-out rate adopted by the Commission. More complex proposals will be circulated to consultants for bid.	Full Cost Recovery Initial Deposit of \$5,000
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Subscription Service for Mailing

Executive Officer's Reports and Agenda (monthly mailing)	\$100/year
Minutes (monthly mailing)	\$20/year
Agenda (monthly mailing)	\$20/year
Completion Notices (monthly mailing)	\$20/year
NOTE: All the above documents are available for download at no cost from the Commission's website.	

Copies

Copies of documents on file in the office of the Commission.	10¢ per page plus any mailing costs.
Color copies.	Rate set by the company or agency making the copy.
Publications on file in the office of the Commission.	Rate set by the company or agency making the copy.
Maps on file.	Rate set by the company or agency making the copy.
NOTE: If research is required as a part of this request, the research fee listed above shall apply.	

Request for Tape/CD of Meeting

Cost per tape/CD.	\$5
Request to Prepare verbatim meeting transcript.	Full Cost Recovery \$500 deposit

EXHIBIT A

State Board of Equalization Fees

State Board of Equalization Fees are established by the State of California. Fees will be charged based on the SBE fee schedule in effect at the time of filing with the State Board. LAFCo cannot reduce or waive these fees. SBE fees shall be paid before staff forwards application to SBE.	See current SBE fee schedule.
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General

All deposits are initial payments toward the total cost of processing ("project cost"). Project cost is defined as staff time plus materials. Staff charge out rates are established through the County of Glenn A-87 plan. Materials include, but are not limited to, charges for advertisement of hearings, petition reviews, as well as fees charged for projects reviews by affected agencies.
Applicants are also responsible for payment of appropriate State Board of Equalization fees, City, County and Special District fees, EIR preparation fees, Fish and Game fees, and County Recording fees.
Staff time will be monitored against the deposit on file with LAFCo. If the cost of processing an application begins to exceed the deposited amount, additional deposits will be required. Any hearing on the application may be continued pending receipt of the additional deposit.
If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
The Commission retains the power to waive or reduce processing fees for a proposal under extraordinary circumstances. The request for waiver must be in written form and provide an explanation for the request by the proponents. Staff will present the request, along with a staff recommendation, and an analysis to the Commission for its waiver determination. Absent compelling circumstances, the Commission will not normally adjust or waive deposits and/or fees.
All final bills must be paid by the applicant prior to filing of the Certificate of Completion or during other times of the LAFCo process as deemed appropriate by the Executive Officer.
Charges for Reconsideration of a LAFCo determination are the responsibility of the requesting party.
Deposits on file with LAFCo that exceed the cost of processing the application by \$25 or more will be refunded after LAFCo completes its final filings.

outside consultants) of preparing any Environmental Impact Report or related documents. The EIR charges will be in addition to other fees.

6. The fees listed in Exhibit A shall be considered deposits. Processing charges will be based on the actual time and materials used to process the applications. Personnel costs will be based on time spent by Local Agency Formation Commission staff members and County employees in reviewing the application and related documents and preparing the required reports, documents and correspondence. Hourly rate schedules for these personnel are available for inspection in the Office of the Local Agency Formation Commission and are prepared by the County Auditor. These rate schedules are based on full personnel costs (salaries, benefits, and overhead).

NOW BE IT RESOLVED, the GLENN Local Agency Formation Commission of the County of Glenn, State of California, adopts Exhibit A: Glenn LAFCo Fees, which was introduced at a Regular Meeting of the GLENN LOCAL AGENCY FORMATION COMMISSION on the 11th day of July, 2006 by Commissioner Mike Yalow, seconded by Commissioner Terry H. Allen, and adopted by the following vote of the Commission:

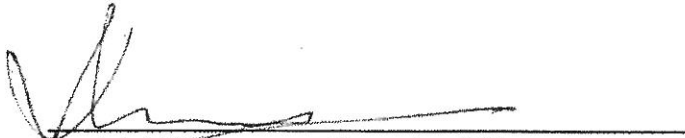
AYES: Terry H. Allen, Denny Bungarz, Mike Yalow, Mike Murray

NOES:

ABSENT OR ABSTAIN: Tom McGowan


Mike Murray, Chairman
Glenn Local Agency Formation Commission
Glenn County, California

ATTEST:


Daniel A. Obermeyer, Executive Officer
Glenn Local Agency Formation Commission
Glenn County, California

GLENN LOCAL AGENCY FORMATION COMMISSION

525 West Sycamore Street , Suite B1, Willows, CA 95988

Phone: 530-934-6400, Fax: 530-934-6519

No. _____

PETITION OF APPLICATION

To: GLENN Local Agency Formation Commission

The undersigned hereby applies for the initiation of proceedings before the Glenn County Local Agency Formation Commission pursuant to Part 3, Division 3, Title 5 of the California Government Code, commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Petition is made for a proposal to:

- | | |
|------------------------------|----------------------------------|
| Annex to existing city | Incorporate a new city |
| Annex to a district | Dissolution or Disincorporation |
| Detach from an existing city | Consolidation of districts |
| Create a new district or | Detach from an existing district |
| County service area | Other |

OR

The undersigned do hereby request and petition that proceedings be taken for the _____ of/to said District(s) and territory hereinafter described pursuant to the Cortese/Knox Local Government Reorganization Act of 1985, commencing with Section 56000 et. seq. of the Government Code.

Petition (attached)

Resolution (attached)

Please complete the following: Failure to answer the questions and required attachments could delay the processing of your application.

1. The name(s) of the affected cities, counties and/or districts and action proposed to be initiated are as follows:
2. The reasons for this proposal are as follows:
3. If proposal is for annexation or detachment state whether area is inhabited (12 or more registered voters) OR uninhabited. Also set forth description of the exterior boundaries of such territory.
4. Is this proposal consistent with the sphere of influence of the affected city and/or district(s).

5. It is desirous that the proposed _____ provide for and be made subject to the following terms and conditions:
6. Eight (8) copies of each map and legal description of the specific boundaries of the territory involved in this proposal are attached and made a part hereof, together with all other required forms.
7. Copies of the Executive Officer's Report, mailed notice of any hearing upon this proposal, and other communication regarding this proposal should be directed to:

Name _____ Phone No. _____

Address _____

Name _____ Phone No. _____

Address _____

Name _____ Phone No. _____

Address _____

Respectfully Submitted,

Chief Petitioner

Documents Required:

Application

Justification Proposal

Petition

Legal Description

Resolution

Entire Boundary Map

Landowner's Consent

Negative Declaration

GLENN LOCAL AGENCY FORMATION COMMISSION
525 West Sycamore Street , Suite B1, Willows, CA 95988
Phone: 530-934-6400, Fax: 530-934-6519

No. _____

GLENN LAFCO
JUSTIFICATION OF PROPOSAL QUESTIONNAIRE

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions listed in this justification of proposal. FAILURE TO ANSWER QUESTIONS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

Please complete the attached "Environmental Information Form" if the subject territory is presently undeveloped.

GENERAL INFORMATION

NAME OF PROPOSAL: _____

TYPE OF PROPOSAL: _____

1. Does the application possess 100% written consent of each property owner in the subject territory? YES _____ NO _____

2. If proposal if by Petition: the persons signing this petition have signed as
_____Registered Voters; _____Owners of land (check one)

3. Indicate amount to property taxes to be transferred per AB 8 requirements:
_____.

4. Is the proposal presently with a city's boundaries? Yes _____ No _____

5. Is the subject territory located within an island of unincorporated territory?
Yes _____ No _____. If yes, please indicate the city: _____

6. Would this proposal create an island of unincorporated territory? Yes _____ No _____
If yes, please justify proposed boundary: _____

No. _____

Provide the following information regarding the area proposed for annexation/detachment.

- | 7. | <u>Assessor's Parcel Number(s)</u> | <u>Assessed Values</u> | |
|----|------------------------------------|------------------------|---------------------|
| | | <u>Land</u> | <u>Improvements</u> |
| | _____ | _____ | _____ |
8. Total number of parcels: _____.
9. Square miles: _____.
10. Acres: _____.
11. Population in subject area: _____
12. Population density: (i.e.: per square miles, per acre)
13. Number of registered voters: _____
14. Number of dwelling units: _____
15. Distance to other populated areas or communities: _____
16. Likelihood of significant increase in population in next 10 years:
- a. In incorporated area: _____
- b. In unincorporated area: _____
17. If the formation of a new district(s) is included in the proposal:
- a. The principal act(s) under said district(s) is/are proposed to be formed is/are:

- b. The proposed name(s) of the new district(s) is/are: _____
No. _____
- c. The boundaries of the proposed new district(s) are as described in Exhibit(s)
_____, _____, heretofore incorporated herein.
18. If an incorporation is included in the proposal:
- a. The name proposed for the new city is: _____
- b. Provisions are requested for appointment of:
- (i) city manager _____ Yes _____ No
- (ii) the city clerk and the city treasurer _____ Yes _____ No
19. If the proposal includes the consolidation of special districts, the proposed name of the consolidated district is _____
20. Are you a self-collecting agency/district? Yes _____ No _____

Justification of Proposal
Questionnaire

21. Indicate the General Plan designation of the affected city: _____
22. Describe any special land use concerns expressed in the above plans:
23. Indicate the existing land use: _____
24. Indicate the existing zoning: _____
25. What is the proposed land use? _____
26. Has the area been rezoned? Yes _____ No _____ N/A _____ What is the rezoning classification, title and densities permitted?

27. Describe the specific development potential of the property: _____

28. Estimate any other future governmental services that will be required for additional development of this site: _____

- No. _____
29. Have you applied for any zoning changes on the affected properties:

30. Describe proposed new zoning or changes in zoning, if any: _____

31. Have any general plan amendments, subdivision maps, or conditional use permits been applied for in this territory? If yes, identify and describe (or attach copy of such application): _____

32. What revenue will your proposal require for the accomplishment of its goals and what are the prospective sources of such revenues?

33. Governmental services in area (describe in such detail as is appropriate to the area the existing governmental services and controls in area including, for example, police protection, fire protection, health services, garbage and trash collection, libraries, parks and playgrounds, sewers, streets, street lighting, etc.):

Justification of Proposal
Questionnaire

34. Need for the addition or cessation of governmental services or controls and describe how the proposal meets the need for present and future:
35. A PLAN for providing services within affected territory which shall include all of the following:
- a) An enumeration and description of the services to be extended to the affected area.
 - b) The level and range of those services.
 - c) An indication of when those services can feasibly be extended to the affected territory.
 - d) An indication of any improvement or upgrading of structures, roads, sewers or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.
 - e) How those services will be financed.

Estimate to the best of your ability the effect of the proposal on:

36. Mutual, social and economic interests of the area: _____
37. Local governmental structure of the County: _____
38. What School District is this proposal in? _____
39. What Fire District is this proposal in? _____

ADDITIONAL INFORMATION MAY BE REQUIRED BY THE EXECUTIVE OFFICER OR COMMISSION.

Name and Address of the person whom prepared the Justification of Proposal:

Phone Number: _____

Signature

Local Agency Formation Commission
Environmental Information Form
Date _____
Case _____

GLENN Local Agency Formation Commission
525 West Sycamore Street, Suite B1,
Willows, CA 95988
Phone: 530-934-6400,
Fax: 530-934-6519

DATE _____

CASE _____

ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant or engineer)

(Use extra sheets if necessary)

This list is intended to meet the requirements of State of California Government Code Section 65940.

I. GENERAL INFORMATION

1. Name, Address, Telephone and Fax of Applicant: _____

E-mail: _____

2. Name, Address, Telephone and Fax of Engineer: _____

E-mail: _____

3. Address and Location of Project: _____

4. Assessor's Parcel Number: _____

5. Existing Zoning: _____ 6. Existing Use: _____

7. Proposed use of site (project for which this form is prepared): _____

8. If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required: _____

II. ENVIRONMENTAL SETTING

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

2. Describe the surrounding properties, including information on plants and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity.

North: _____

East: _____

South: _____

West: _____

III. SPECIFIC ITEMS OF IMPACT

1. Solid waste collection (individual disposal, private carrier, city): _____

2. Liquid waste disposal (septic tank-leach line system, seepage pit):

3. Water supply (domestic well, irrigation district, private water company):

4. Source of energy (electricity, propane): _____

5. Size and number of structures (include square footage): _____

6. Amount of off-street parking provided:

7. Will the project be constructed in phases? If so, describe each phase briefly:

8. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected:
9. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities:
10. If industrial, indicate type, estimated employment per shift, and loading facilities:
- 11.
12. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

CERTIFICATION I hereby certify that the statements furnished above and in the attached exhibits present, the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

Title: _____

Case Number: _____

For: _____

LAFCO

The property owner(s) and/or Applicant, by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the Glenn County Local Agency Formation Commission, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or nullify the approval of this proposal or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement, whether or not there is concurrent passive or active negligence on the part of the Local Agency Formation Commission.

Signed:

Name:

Title:

Address:

Date:
